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SECRET

7 December 1953

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting re Preparation of Travel Regulations

1. At 10:00 a.m. 4 December 1953 a meeting was held, to discuss 16 regulations concerning travel, with representatives of the Comptroller, Logistics, and Personnel Offices. In attendance were   25X1A9a

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2. The meeting started off on the premise that without going into the responsibility, organization, or functions of the various Offices, its purpose was to determine the best way of meeting the problem. It was agreed that to accomplish this, the activity best qualified should prepare the regulations involving its activity.

3. It was then agreed that the following procedure was to be follow- ed in preparing regulations:

a. The Office best qualified to prepare a draft of the regulation. Such draft to be of the same quality as if the Office had full and complete responsibility.

b. The draft to be submitted to Logistics for determination if it duplicated information contained in other draft regulations.

c. Logistics to coordinate the draft with the originator and then return to the originator for working level collaboration.

d. The originating Office after collaboration to re-write the draft if necessary to incorporate working level suggestions.

e. The originator submit the revised draft to Logistics.

f. Logistics to review the collaborated draft, coordinate with the originator if necessary, fit the draft into the pattern of all 16 travel regulations, and submit all 16 travel regulations to the Regulations Control Staff.

4. A target date for the submission of the 16 travel regulations to the Regulations Control Staff was discussed and 28 February 1954 selected.

The 16 regulations are composed of 4 to be drafted by the Comptroller, 5 by Personnel, and 7 by Logistics.

5. All present seemed to feel that the meeting was worthwhile, that the gray areas of responsibility in connection with the preparation of the regulations had been clarified, and that each Office was now fully aware just what its job was.

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